

**LEGISLATIVE BRANCH
INFORMATION TECHNOLOGY PLANNING COUNCIL**

Operating Guidelines

Meetings. The Planning Council will meet at the call of the presiding officer **with a recommended schedule of 4 meetings per biennium.**

1. Introduction of new members and review Legislative Session changes to IT Plan or budget – Jun/Jul (post session)
2. Strategic Planning preview, project status and issues discussion – Jan/Feb
3. Draft IT Plan and budget review – Apr/May
4. Final IT Plan and budget review – Jul (prior to Aug Legislative Council)

Agendas. The presiding officer will provide an agenda to members at least 1 week before each meeting. Items requiring Council action will be noted on the agenda. Members are encouraged to contact the presiding officer with suggested agenda items.

Attendance/participation. Members are strongly encouraged to attend. However, if a member is unable to attend, the member may send a representative.

Quorum. At least five voting members must be present before action may be taken.

Voting. In general, the Planning Council will strive to reach consensus on issues under consideration. If consensus is not achieved, a vote may be taken. A voting member's designated representative may vote. If a voting member does not send a designated representative, the member may vote by proxy submitted through the presiding officer. (The Department of Administration representative serves as a non-voting member of the Council.)